

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

☐ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☒ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input checked="" type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☐ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☒ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL DUE DATE 3/19/07	TIME DUE 3 p.m.
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Myron Frierson
425 W. Ottawa Street
P.O. Box 30050
Lansing, Michigan 48933

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation
SCOPE OF SERVICE
FOR
FINANCIAL SERVICES
Financial Plan Development Training and Materials

LOCATION

**425 W. Ottawa
VanWagoner Transportation Building
Lansing, Michigan**

DESCRIPTION OF WORK

The Michigan Department of Transportation (MDOT) is seeking statements of qualification from firms interested in developing a financial plan template for MDOT staff to use to meet the FHWA required Annual Financial Plan per section 1904(a) of SAFETEA-LU, 23 U.S.C. 106(h) for Major Projects. MDOT currently has several projects that meet the category of major project for which FHWA required financial plans will be needed.

The Consultant shall provide, to the satisfaction of the Department, Training Services as generally described herein: templates, training and user manuals for FHWA required financial plans.

ANTICIPATED START DATE

April 1, 2007

ANTICIPATED COMPLETION DATE

July 31, 2007

MDOT PROJECT MANAGER

**Myron Frierson
425 W. Ottawa
P.O. Box 30050
Lansing, Michigan 48933
Phone: (517) 373-2117 Fax: (517) 373-6457**

The Consultant shall contact the Project Manager prior to beginning any work on this project.

GENERAL INFORMATION

The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Pub.L.109-59, 119 Stat.1144) includes several significant changes to the requirements for developing financial plans on projects funded with federal dollars. Specifically, Section 106(h) of Title 23, as enacted by SAFETEA-LU, requires the recipient of Federal financial assistance for Major Projects to prepare and submit to FHWA a Finance Plan with annual updates. MDOT currently has eight (8) active major projects that require a financial plan under the new SAFETEA-LU guidelines.

SCOPE OF WORK

MDOT would like a template to create the required Initial Financial Plan and another template to make the required annual updates. The templates should ensure all the required elements of a financial plan and annual updates are met. The template shall be compatible with Microsoft products and written in a format that logically and easily enables MDOT staff to create plans and make annual updates independent of further assistance. The use of the templates will be documented in a written user manual. This RFP includes two (2) training sessions to be held in the MDOT Lansing, Michigan Van Wagoner building offices, or another Michigan location as MDOT determines.

Phase A

Electronic copies of draft templates for the initial financial plan, annual updated financial plan and the user manual should be delivered to the MDOT Project Manager for review and approval within four (4) months of contract award. The selected consultant will schedule a meeting with appropriate MDOT staff in Lansing at the MDOT Van Wagoner building two (2) weeks following MDOT's receipt of the drafts to review, correct and or update and approve.

Phase A Deliverables

Draft Initial Financial Plan template on disk
Draft Annual Financial Plan update template on disk
Draft User Manual on disk

Phase B

Final templates for the initial financial plan, annual updated financial plan and the user manual will be due to the MDOT Project Manager two (2) weeks following MDOT's approval of the drafts. Final templates and user manual should be delivered within three (3) months of contract award.

Phase B Deliverables

Initial Financial Plan template on disk
Final Annual Financial Plan template on disk
Final User Manual on disk

Phase C

Provide training and user manuals for FHWA required financial plans.
Training sessions should be held within 4 months of contract award.

Phase C Deliverables

10 printed copies of final user manual

Two training sessions on using the templates and user manual

Proposals should include responses to the following statements:

- Describe your firm's understanding of this request for proposal. Include understanding of MDOT and FHWA financing requirements.
- Describe your firm's approach to developing a template for a financial plan. If available, attach an example of a work product prepared for a client in conjunction with this service as an exhibit to your response to this request. Please list the staff in your firm who prepared this work product. Include a timeline for this deliverable.
- Describe your firm's approach to documenting and creating a user manual. If available, attach an example of a work product prepared for a client in conjunction with this service as an exhibit to your response to this request. Please list the staff in your firm who prepared this work product. Include a timeline for this deliverable.
- Describe your firm's approach to delivering training on the use of the templates and user manual. If available, attach examples of training materials developed for a client in conjunction with this service as an exhibit to your response to this request. Please list the staff in your firm who prepared and delivered the training. Include a timeline for developing training materials and delivering training to MDOT.
- List the name of any other DOT for which similar work was performed, include names, titles and phone numbers of primary contact persons.
- Provide three (3) references from others that can attest to your capabilities to develop the templates and user manual and to deliver training.

The Consultant shall furnish all services and labor necessary to conduct and complete the Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department.) The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Consultant's principal contact with the Department shall be through the designated Project Manager.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.

The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard accounting practices of the Department, the State, Generally Accepted Accounting Principles and the Governmental Accounting Standards Board.

The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.

GENERAL QUALIFICATION REQUIREMENT

The qualified Consultant must have; relevant experience with developing FHWA required financial plans, program cost estimating experience for major projects, qualified staff, knowledge of the FHWA guidelines for major project financial plans as well as knowledge of MDOT's, or other state department of transportation's, planning and program/project delivery operations and MDOT's, or other state department of transportation's, funding for transportation.

CONSULTANT RESPONSIBILITIES

Meetings: Arrange and conduct conferences and meetings as required to carry out the services or as may be required by the Project Manager.

Progress: Notify the Project Manager of any anticipated requests for extensions of time.

Staff Reductions: Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager.

TYPE OF CONTRACT

The contract will be on a lump sum basis with three payments identified in the following milestone schedule upon MDOT's approval of the deliverables. The contract is anticipated to begin around April 1, 2007, and be completed within approximately four (4) months. If a contract is entered into as a result of this RFP, it will include all necessary services as required in the Scope of Work and will include a delivery and training schedule.

PAYMENT SCHEDULE

Milestone Schedule and Payment Schedule	
Delivery of Final Templates and User Manuals	50% Contract Amount
First Training	30% Contract Amount
Second Training	20% Contract Amount

CONFLICT OF INTEREST

Complete a conflict of interest disclosure as described in MDOT's Consultant/Consultant Selection Guidelines. http://michigan.gov/mdot/0,1607,7-151-9625_32842---,00.html Use the guidelines to describe any existing or potential conflicts of interest your firm might have in the course of your service as a consultant for MDOT.

SCORING (120 Points)

Proposed Selection Criteria and Total Possible Points

Understanding of Service – 30 Points

Describe your understanding of the service to be provided. Describe the training you will provide in detail. Provide a summary or an outline of your training manual.

Qualifications of Team – 40 Points

Describe your training team and the roles of key personnel. Provide resumes for key personnel.

Past Performance – 20 Points

Provide references and examples of similar work performed for other agencies.

Price – 25 Points

Completed bid sheet required.

Location – 5 Points

Indicate the percentage of work that will be performed in Michigan.

BID SHEET

Financial Plan Development Training and Materials PAY ITEMS

All entries on this page must be handwritten in ink or computer generated.

Phase A

STAFF/CLASSIFICATION	# HOURS	FIXED HOURLY RATE
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Direct Expenses:

Phase A Subtotal Bid: _____

Phase B

STAFF/CLASSIFICATION	# HOURS	FIXED HOURLY RATE
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Direct Expenses:

Phase B Subtotal Bid: _____

BID SHEET
Financial Plan Development Training and Materials
PAY ITEMS

Phase C

STAFF/CLASSIFICATION	# HOURS	FIXED HOURLY RATE
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Direct Expenses:

Phase C Subtotal Bid: _____

Total Bid: _____

Consultant Name:	
Consultant Address:	
Date:	
Authorized Signature	

The Michigan Department of Transportation reserves the right to reject any or all bids.